

CITY OF HELENA



Position Title: Utility Maintenance Superintendent **Department:** PW/Utility Maint
Position #: 14614 **Grade:** 155
EEO Category: (08) Svc. Maintenance **FLSA:** Exempt
EEO Function: (12) Utilities/Transp. **Work Comp Code:** 9410

DEFINITION

Under general direction, to plan, develop, supervise, implement, direct and coordinate a wide variety of complex skilled management activities and technical operations of the Utilities Maintenance Division of the Public Works Department regarding the water distribution, wastewater collection and storm water collection and treatment systems of the city; to manage and coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex administrative support and professional management to the Public Works Director.

SUPERVISION RECEIVED

Receives supervision from Public Works Director and direction from City Manager and Assistant Public Works Director.

SUPERVISION EXERCISED

Exercises direct supervision over administrative, supervisory, technical, and maintenance staff within the division. Serves as acting Public Works Director when assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, direct, implement, monitor, coordinate and budget the organization, staffing, and operational activities of the Utilities Maintenance Division, including the operation and maintenance of the water distribution and transmission system and water meter installation reading, repair and maintenance; wastewater collection system and related appurtenances such as gravity sewer, force main, manholes and lift stations inspection, maintenance and repair; storm water piping and collection system(manholes, inlets catch basins), detention ponds and other treatment systems; and manage and administer of utility service connection requirements.

Develop, recommend and implement goals, objectives, policies, and priorities for assigned services and activities; recommend and administer policies and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training based on division needs; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct capital improvement planning activities for the division, develop and implement programs and procedures for utility operations, recommend replacement, repair and maintenance schedules or system expansion requirements of water transmission and distribution, sewer collection and storm water collection infrastructure to provide ongoing service and in advance of growth.

Develop, direct, coordinate, and review and monitor the work plan for the Maintenance Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products and employee performance, methods, and procedures; coordinate services and activities with those of other divisions and outside agencies and organizations.

Supervise the safe and effective use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools and equipment.

Important & Essential Duties cont.:

Audit and manage water and sewer service delivery and connections, investigate service line leaks and identify needed repairs, and monitor for illicit discharges to sewer system in accordance with city ordinance and approved policy, and applicable state or federal standards; identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Develop and administer the Maintenance Division budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Determine need for outside consultant or project services to meet goals and objective and work plans; develop and administer contracts for consultant services necessary to provide information and perform analysis on water, wastewater and storm water infrastructure operation, maintenance or expansion.

Recommend, draft and implement city ordinance and policy requirements regarding new and updated utility service connections, and assist other divisions in the establishment of utility customer accounts, develop and administer procedures for service disconnection in the event of non-payment.

Provide staff assistance to the Public Works Director on a variety of complex utility operation and management issues; prepare and present staff reports and other necessary correspondence and attend meetings with consultants, construction contractors, engineers, agencies and the members of the public to resolve issues.

OTHER JOB RELATED DUTIES

Develop, direct and implement utility maintenance infrastructure management programs to establish CMMS (comprehensive maintenance management system) and Geospatial Information Systems (GIS) for the system supervised; direct analysis and supervise the compilation of statistics and the maintenance of various records on water, sewer and storm water connections; direct the preparation and submission of necessary reports; develop, direct and oversee information and management of various models used in the planning and analysis of the utility systems (Infowater, Infosewer and InfoSwmm).

Formulate, direct and administer division preventive maintenance, in-service training, and safety programs; develop safety programs that meet Federal and State standards; ensure compliance with safety procedures.

Develop, direct and implement and monitor waste water and storm water collection and maintenance programs lift station and force-main operation and maintenance programs and procedures; Develop, direct and implement storm water permit program and its operation and maintenance requirements.

Develop, direct and implement and monitor water main flushing hydrant and valve operation and maintenance programs; direct performance of distribution water quality and chlorine residual testing, water system pressure and fire flow requirements and testing; coordinate activities with the Fire Department.

Develop and implement programs to discover and correct illegal or improper water, sewer, storm water connections and use of city services without approval or payment; direct activities to ensure corrections are made; develop and direct programs such as including smoke testing, dye testing and field inspection .

Direct the installation, repair, shut-off, and replacement of all commercial and residential water meters; coordinate activities with consumers and Utility Customer Service and City Attorney's offices.

Direct the updating and prioritizing of the water, sewer and storm water main replacement programs, coordinate project and related work schedules with other departments.

Conduct and coordinate flow measurements to determine sewer capacity and infiltration flow.

Supervise TV inspections of all new construction to meet City standards; record sewer and storm water connections for future reference; record TV history.

Direct roof drain and storm drain connection investigations which may illegally or improperly connect to sanitary sewer.

Administer use of sewer dye or smoke testing in house drains for proof of legal connection of services to sanitary sewer.

Respond to and resolve difficult inquiries and complaints; respond to and resolve problems reported by the public to the City relating to water quality, billing amounts, and other Maintenance Division related complaints.

Attend and participate in professional group meetings; investigate, plan for and apply new trends and innovations in the field of water distribution and wastewater collection systems; lead improvements in maintenance and operation of activities within the division.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of water distribution, wastewater and storm water collection systems and their maintenance and inspection programs necessary to operate effectively and ensure quality service delivery.

Organizational and management practices as applied to the analysis and evaluation of water, wastewater and storm water utility programs, policies, and operational needs.

Program planning, development and implementation of programs for hydrant and main flushing, back flow and cross-connection prevention and control, capital planning, infrastructure expansion requirements, and wastewater and storm water systems operations and management.

Methods, materials, techniques, equipment, and tools used in water distribution and wastewater/storm water collection system service, inspection, installation, construction, maintenance, and operation, including TV inspection equipment.

Principles and practices of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles of record keeping and report preparation.

Safe driving principles and practices.

Modern office practices, methods, and computer equipment.

Knowledge of cont.:

Occupational hazards and standard safety precautions necessary in water distribution and wastewater collection operations.

Use and application of computers and software related to water, wastewater and stormwater collection systems and operations.

Skill to:

Operate a variety of vehicles, equipment, and tools used in the operation, construction, and maintenance of water distribution and wastewater collection systems.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Direct, manage and coordinate the work of supervisory, technical, and maintenance personnel.

Select, supervise, train, and evaluate staff.

Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands

Ability to work in a standard office environment with some exposure to outdoors, mechanical hazards, electrical hazards, and chemicals; ability to travel to different sites and locations; available for on-call and stand-by in the event of emergencies.

Work Environment

Work conducted in a typical office setting, with occasional and periodic trips to outside work environments to view new infrastructure; monitor or direct emergency repairs and routine maintenance activities.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five to seven years of responsible experience in the operation, maintenance, and construction of water distribution or wastewater collection systems including three years of supervisory and management experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, sanitary engineering, environmental engineering, public administration, business administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license and to maintain an acceptable driving record.

Possession of, or ability to obtain, a Class I Water Distribution Operator Certificate issued by the State of Montana and Wastewater Collection Operator Certificate issued by California State University at Sacramento or other approved certification accepted by the City of Helena. Training in the field of backflow or cross connection control and management.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____